

TREASURER/COLLECTOR

	FY2014 BUDGETED	FY2014 EXPENDED	FY2015 BUDGETED	FY2015 EXPENDED	FY2016 BUDGETED	FY2016 EXPENDED	FY2017 BUDGETED	FY2018 DEPT REQ	FY2018 TM REC	FY2018 FIN COM REC
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Salaries

5111 Regular Salaries	311,722	311,722	336,246	334,609	344,089	344,089	351,723	365,018	365,018	
5112 Permanent Part-Time Salaries	-	-	-	-	-	-	-	-	-	
5120 Temp Part-Time Salaries	-	-	-	-	-	-	-	-	-	
5130 Overtime	2,500	695	500	466	41	-	-	-	-	
5160 Sick Leave Buy-Back	-	113	-	-	-	-	18,166	-	-	
5180 All Other	325	-	325	-	-	-	-	-	-	
Total Salaries	314,547	312,529	337,071	335,075	344,130	344,089	369,889	365,018	365,018	
Water Enterprise Fund Allocation	(18,798)	(18,798)	(22,504)	(22,504)	(23,216)	(23,216)	(24,094)	(25,314)	(25,314)	
Sewer Enterprise Fund Allocation	(18,798)	(18,798)	(22,504)	(22,504)	(23,216)	(23,216)	(24,094)	(25,314)	(25,314)	
Total Salaries Net of Allocations	276,951	274,933	292,063	290,067	297,698	297,657	321,701	314,390	314,390	

Operating

5240 Leases and Contracts	2,044	2,044	2,790	-	1,790	-	1,795	1,795	1,795	
5310 Professional Services	102,277	102,266	148,988	142,841	148,048	111,063	70,025	70,025	70,025	
5420 Office Supplies	31,998	31,348	17,388	11,638	13,476	8,705	13,500	13,500	13,500	
5429 Computer Equipment	-	-	-	-	-	-	-	-	-	
5701 Travel	676	648	676	239	700	700	676	1,000	1,000	
5703 Dues and Memberships	715	715	270	55	530	430	760	760	760	
5790 Staff Development	270	180	270	125	390	-	390	450	450	
Total Operating	137,981	137,202	170,382	154,898	164,934	120,898	87,146	87,530	87,530	
Water Enterprise Fund Allocation	(10,023)	(10,023)	(16,151)	(16,151)	(16,493)	(16,493)	(8,715)	(8,753)	(8,753)	
Sewer Enterprise Fund Allocation	(10,023)	(10,023)	(16,151)	(16,151)	(16,493)	(16,493)	(8,715)	(8,753)	(8,753)	
Total Operating Net of Allocations	117,935	117,156	138,080	122,596	131,948	87,912	69,716	70,024	70,024	

Capital Outlay

5833 Capital Outlay	-	-	-	-	-	-	-	12,145	12,145	
Total Capital Outlay	-	12,145	12,145							

Total Budget	452,528	449,731	507,453	489,973	509,064	464,988	457,035	464,693	464,693	-
Total Budget Net of Allocations	394,886	392,089	430,143	412,663	429,646	385,570	391,417	396,559	396,559	-

Position	FY2014 BUDGETED	FY2015 BUDGETED	FY2016 BUDGETED	FY2017 BUDGETED	FY2018 DEPT REQ	FY2018 TM REC	FY2018 FIN COM REC
	FTE	FTE	FTE	FTE	FTE	FTE	FTE
Town Treasurer/Collector	1	1	1	1	1	1	
Asst. Treasurer/Collector	1	1	1	1	1	1	
Operations Assistant	1	1	1	1	1	1	
Payroll Specialist	1	1	1	1	1	1	
Senior Account Clerk	1	2	2	2	2	2	
Collection Specialist	1	1	1	1	1	1	
Total Staffing	6	7	7	7	7	7	0

FISCAL YEAR 2018

TREASURER/COLLECTOR DEPARTMENT SALARY INFORMATION TOWN MANAGER RECOMMENDED

Regular Salaries

Name	Position	Ann. Date	Grade	Step	Base Salary	Certification	Longevity \$	Wage Def.
Jennifer Walsh	Payroll Specialist	9/29/2014	B3	3	34,183			
		3/29/2018		4	12,559			
Debra Gath	Collection Specialist	9/23/2000	B3	7	56,726		377	
	long 2000 to 2500 9/8						2,029	
Susan Gilbert	Senior Account Clerk	1/29/2007	B1	7	46,069		1,500	
	long 1000 to 1500 1/22/17							
Janice Metivier	Asst Treas/Coll	10/24/2011	A	8/9	75,749	1,000	1,000	
	long 1000 10/24							
Kelly Odams	Treasurer/Collector	9/12/2011	A	10/9	90,008	1,000	1,000	
	long 1000 9/12							
Mary Mazzipica	Senior Account Clerk	1/13/2014	B1	4	1,218			
	step 7/13	7/13/2017		5	40,600			
Total Regular Salaries					357,112	2,000	5,906	-

Permanent Part-Time Salaries

Name	Position	Ann. Date	Grade	Step	Base Salary		Longevity \$	Wage Def.
					-			
Total Permanent Part-Time Salaries								

Temporary Part-Time Salaries

Name	Position	Ann. Date	Grade	Step	Base Salary		Longevity \$	Wage Def.
					-			
Total Temporary Part-Time Salaries								

Overtime

Name	Position				Amount			
Overtime								
Total Overtime					-			

Sick-Buy Back

Name	Position	Retirement Date		# of Days	Annual Sal.	Weekly Sal.	Daily Sal.
Total Sick-Buy Back							

All Other

Name	Position				Amount			
Out of Grade								
Total All Other					-			

Department Total								
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**FISCAL YEAR 2018
TREASURER/COLLECTOR DEPARTMENT SALARY INFORMATION DEPARTMENT REQUEST**

Regular Salaries

Name	Position	Ann. Date	Grade	Step	Base Salary	Certification	Longevity \$	Wage Def.	Total Salary
Jennifer Walsh	Payroll Specialist	9/29/2014	B3	3	34,183				34,183
		3/29/2018		4	12,559				12,559
Debra Gath	Collection Specialist	9/23/2000	B3	7	56,726		377		57,103
	long 2000 to 2500 9/8						2,029		2,029
Susan Gilbert	Senior Account Clerk	1/29/2007	B1	7	46,069		1,500		47,569
	long 1000 to 1500 1/22/17								-
Janice Metivier	Asst Treas/Coll	10/24/2011	A	8/9	75,749	1,000	1,000		77,749
	long 1000 10/24								-
Kelly Odams	Treasurer/Collector	9/12/2011	A	10/9	90,008	1,000	1,000		92,008
	long 1000 9/12								-
Mary Mazzipica	Senior Account Clerk	1/13/2014	B1	4	1,218				1,218
	step 7/13	7/13/2017		5	40,600				40,600
									-
									-
Total Regular Salaries					357,112	2,000	5,906	-	365,018

Permanent Part-Time Salaries

Name	Position	Ann. Date	Grade	Step	Base Salary	Longevity \$	Wage Def.	Total Salary
					-			-
Total Permanent Part-Time Salaries								-

Temporary Part-Time Salaries

Name	Position	Ann. Date	Grade	Step	Base Salary	Longevity \$	Wage Def.	Total Salary
					-			-
Total Temporary Part-Time Salaries								-

Overtime

Name	Position	Amount	Total Benefit
Overtime			-
Total Overtime		-	-

Sick-Buy Back

Name	Position	Retirement Date	# of Days	Annual Sal.	Weekly Sal.	Daily Sal.	Total Benefit
Total Sick-Buy Back							-

All Other

Name	Position	Amount	Total Benefit
Out of Grade			-
Total All Other		-	-

Department Total								365,018
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**FISCAL YEAR 2017
TREASURER/COLLECTOR DEPARTMENT SALARY INFORMATION**

Regular Salaries

Name	Position	Ann. Date	Grade	Step	Base Salary	Certification	Longevity \$	Wage Def.	Total Salary
Lucille Ewing	Payroll Specialist	6/11/2001	B3	7	16,054		582		16,636
	15.2 weeks in fy17								-
Debra Gath	Collection Specialist	9/23/2000	B3	7	55,343		2,000		57,343
Susan Gilbert	Senior Account Clerk	1/29/2007	B1	7	44,946		559		45,506
	long 1000 to 1500 1/22/17						661		661
Janice Metivier	Asst Treas/Coll	10/24/2011	A	8/8	72,107	1,000	690		73,797
	long 1000 10/24	36 wks. fy17							-
Kelly Odams	Treasurer/Collector	9/12/2011	A	10/8	85,664	1,000	805		87,469
	long 1000 9/12	42 wks. fy17							-
Mary Mazzipica	Senior Account Clerk	1/13/2014	B1	3	1,393				1,393
	step 7/13			4	35,850				35,850
									-
new employee	Est 43 wks.	1st step grade B3			33,069				33,069
Total Regular Salaries					344,426	2,000	5,297	-	351,723

Permanent Part-Time Salaries

Name	Position	Ann. Date	Grade	Step	Base Salary	Longevity \$	Wage Def.	Total Salary
					-			-
Total Permanent Part-Time Salaries								-

Temporary Part-Time Salaries

Name	Position	Ann. Date	Grade	Step	Base Salary	Longevity \$	Wage Def.	Total Salary
					-			-
Total Temporary Part-Time Salaries								-

Overtime

Name	Position	Amount	Total Benefit
Overtime			-
Total Overtime		-	-

Sick-Buy Back

Name	Position	Retirement Date	# of Days	Annual Sal.	Weekly Sal.	Daily Sal.	Total Benefit
Lucy 40% of 1237.5	Payroll/Account	10/15/2016	66			211	13,941
Lucy vaca sep fy17 3mo			5			211	1,056
Lucy vaca accrued fy16			15			211	3,168
Total Sick-Buy Back							18,166

All Other

Name	Position	Amount	Total Benefit
Out of Grade			-
Total All Other		-	-

Department Total								369,889
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**FISCAL YEAR 2016
TREASURER/COLLECTOR DEPARTMENT SALARY INFORMATION**

Regular Salaries

Name	Position	Ann. Date	Grade	Step	Base Salary	Longevity %	Longevity \$	Wage Def.	Total Salary
Lucille Ewing	Payroll Specialist	6/11/2001	B3	7	53,992		1,527	-	55,519
Debra Gath	Collection Specialist	9/23/2000	B3	7	53,992		2,000	-	55,992
Susan Gilbert	Senior Account Clerk	1/29/2007	B1	7	43,850		1,500		45,350
Janice Metivier	Asst Treas/Coll	10/24/2011			68,633		1,000		69,633
Kelly Odams	Treasurer/Collector	9/12/2011			81,536		1,000		82,536
Mary Mazzipica	Senior Account Clerk	1/13/2014	B1	2	17,541				17,541
				3	17,518				17,518
									-
									-
Total Regular Salaries					337,063		7,027	-	344,089

Permanent Part-Time Salaries

Name	Position	Ann. Date	Grade	Step	Base Salary	Longevity %	Longevity \$	Wage Def.	Total Salary
					-				-
Total Permanent Part-Time Salaries									-

Temporary Part-Time Salaries

Name	Position	Ann. Date	Grade	Step	Base Salary	Longevity %	Longevity \$	Wage Def.	Total Salary
					-				-
Total Temporary Part-Time Salaries									-

Overtime

Name	Position				Amount				Total Benefit
Overtime					41				41
Total Overtime					41				41

Sick-Buy Back

Name	Position	Retirement Date		# of Days	Annual Sal.	Weekly Sal.	Daily Sal.	Total Benefit
								-
Total Sick-Buy Back								-

All Other

Name	Position				Amount			Total Benefit
Out of Grade								-
Total All Other					-			-

Department Total									344,130
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DESCRIPTION/DETAIL

TREASURER/COLLECTOR OPERATING

5270 Leases and Contracts

FY2014 BUDGETED	FY2014 EXPENDED	FY2015 BUDGETED	FY2015 EXPENDED	FY2016 BUDGETED	FY2016 EXPENDED	FY2017 BUDGETED	FY2018 DEPT REQ	FY2018 TM REC
2,044	2,044	2,790	-	1,790	-	1,795	1,795	1,795

Copy Machine Lease Bank of America 1,795 1,795

Total 5270 Leases and Contracts: 1,795 1,795

DESCRIPTION/DETAIL

TREASURER/COLLECTOR OPERATING

5310 Professional Services

FY2014 BUDGETED	FY2014 EXPENDED	FY2015 BUDGETED	FY2015 EXPENDED	FY2016 BUDGETED	FY2016 EXPENDED	FY2017 BUDGETED	FY2018 DEPT REQ	FY2018 TM REC
102,277	102,266	148,988	142,841	148,048	111,063	70,025	70,025	70,025

Tyler forms							3,000	3,000
MWPAT Water and Sewer Debt Administration fees							10,000	10,000
Kelley & Ryan-print and stuff RE,PP Bills including postage							40,000	40,000
Lockbox bill payment services							10,000	10,000
ADT							415	415
Veribanc							125	125
Invoice Cloud							1,500	1,500
University Conference							190	190
Formax							1,795	1,795
Other							3,000	3,000

Total 5310 Professional Services: 70,025 70,025.00

DESCRIPTION/DETAIL

TREASURER/COLLECTOR OPERATING

5420 Office Supplies

FY2014 BUDGETED	FY2014 EXPENDED	FY2015 BUDGETED	FY2015 EXPENDED	FY2016 BUDGETED	FY2016 EXPENDED	FY2017 BUDGETED	FY2018 DEPT REQ	FY2018 TM REC
31,998	31,348	17,388	11,638	13,476	8,705	13,500	13,500	13,500

W.B. Mason	Paper, storage boxes, printer cartridges, shelves, misc. supplies						3,000	3,000
Ricoh	Toner cartridges mica & standard for check printing						1,000	1,000
Tyler	Stock for payroll, vendor & direct deposit checks, W2's & 1099's						5,000	5,000
R.W. Traynham	Envelopes, treasurer cash receipts						3,000	3,000
Misc.							1,500	1,500
<i>Total 5420 Office Supplies:</i>							13,500	13,500

DESCRIPTION/DETAIL

TREASURER/COLLECTOR OPERATING

5429 Computer Equipment

FY2014 BUDGETED	FY2014 EXPENDED	FY2015 BUDGETED	FY2015 EXPENDED	FY2016 BUDGETED	FY2016 EXPENDED	FY2017 BUDGETED	FY2018 DEPT REQ	FY2018 TM REC
-	-	-		-	-	-	-	-

Yearly Computer Replacement

Total 5429 Computer Equipment:

DESCRIPTION/DETAIL

TREASURER/COLLECTOR OPERATING

5701 Travel

FY2014 BUDGETED	FY2014 EXPENDED	FY2015 BUDGETED	FY2015 EXPENDED	FY2016 BUDGETED	FY2016 EXPENDED	FY2017 BUDGETED	FY2018 DEPT REQ	FY2018 TM REC
676	648	676	239	700	700	676	1,000	1,000

Umass Conference, Mileage and meals
 These figures are based on 2 people for two rooms

Total 5701 Travel: 1,000 1,000.00

DESCRIPTION/DETAIL

TREASURER/COLLECTOR OPERATING

5703 Dues and Memberships

FY2014 BUDGETED	FY2014 EXPENDED	FY2015 BUDGETED	FY2015 EXPENDED	FY2016 BUDGETED	FY2016 EXPENDED	FY2017 BUDGETED	FY2018 DEPT REQ	FY2018 TM REC
715	715	270	55	530	430	760	760	760

MCTA Dues 2 people \$100.00 per person

200 200

EMCTA Dues

185 185

GFOA

250 250

Veribanc

125 125

Possibility of increase in dues.

Total 5703 Dues and Memberships:

760 760

DESCRIPTION/DETAIL

TREASURER/COLLECTOR OPERATING

5790 Staff Development

FY2014 BUDGETED	FY2014 EXPENDED	FY2015 BUDGETED	FY2015 EXPENDED	FY2016 BUDGETED	FY2016 EXPENDED	FY2017 BUDGETED	FY2018 DEPT REQ	FY2018 TM REC	
270	180	270	125	390	-	390	450	450	
							MTCA conferences \$95.00 per person per conference 2 conferences - 2 people	450	450
							EMCTA Seasonal Meeting - 2 people		
							<i>Total 5790 Staff Development:</i>	450	450

DESCRIPTION/DETAIL

TREASURER/COLLECTOR

5814 Capital Outlay

FY2014 BUDGETED	FY2014 EXPENDED	FY2015 BUDGETED	FY2015 EXPENDED	FY2016 BUDGETED	FY2016 EXPENDED	FY2017 BUDGETED	FY2018 DEPT REQ	FY2018 TM REC
-	-	-		-		-	12,145	12,145

A new folder and sealer machine for folding and pressure sealing checks 8,745 8,745

A new printer for printing payroll and vendor checks with the MICR ink. 3,400 3,400

Total 5833 Capital Outlay: 12,145.00 12,145.00